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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0060-2020-0001**

Request for Records Disposition Authority

Records Schedule Number DAA-0060-2020-0001

Schedule Status Returned Without Action

Agency or Establishment Department of Justice

Record Group / Scheduling Group General Records of the Department of Justice

Records Schedule applies to Department-wide

Schedule Subject Department of Justice Intranet Site Content Records

Internal agency concurrences will be provided No

Background Information Department of Justice (DOJ) intranet sites provide internal access to information specific to DOJ, and its components, offices, boards, divisions, or bureaus. Intranet site content relates to the function and mission of the office, board, division, component, or bureau and provides users with easy access to news, events, tools for doing their jobs, and facts needed by DOJ employees. Intranet sites are secondary locations for published content. The component, office, board, division, or bureau that originated the content maintains the record copy separately and in accordance with approved records retention schedules. Web management records are retained in accordance with GRS 3.1 item 020 Information Technology and Maintenance Records.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

GAO Approval

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Outline of Records Schedule Items for DAA-0060-2020-0001

Sequence Number	
1	Department of Justice Intranet Site Content Records Disposition Authority Number: DAA-0060-2020-0001-0001

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Records Schedule: **DAA-0060-2020-0001**

Records Schedule Items

Sequence Number													
1	<p>Department of Justice Intranet Site Content Records</p> <p>Disposition Authority Number DAA-0060-2020-0001-0001</p> <p>Department of Justice (DOJ) intranet sites provide internal access to information specific to DOJ, and its components, offices, boards, divisions, or bureaus. Intranet sites are secondary locations for published content. The official records posted to the intranet are maintained by the offices of origin in accordance with the records' specific approved records retention schedule. The intranet provides static reference information for users that is not interactive or collaborative; dynamic content is located in systems and is scheduled separately from records on the DOJ intranet sites. Information posted to the DOJ intranet sites may include, but is not limited to shuttle bus schedules, payroll calendars, office directories, policies and procedures, and health unit schedules. Web management records are retained in accordance with GRS 3.1 item 020 Information Technology and Maintenance Records.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Withdrawn</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>No</td></tr><tr><td>GRS or Superseded Authority Citation</td><td>DAA-0060-2011-0017-0001 N1-060-09-043/1 N1-060-09-037/1 N1-060-09-039 /1 N1-060-09-046/1 N1-060-09-054/1 N1-060-09-058/1 N1-060-09-061 /1 N1-060-09-062/1 N1-060-09-070/ 1 N1-129-09-006/1/c N1-129-09-010/1/c N1-129-09-036/1/A N1-170-03-006/1</td></tr></table>	Final Disposition	Temporary	Item Status	Withdrawn	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	Do any of the records covered by this item exist as structured electronic data?	No	GRS or Superseded Authority Citation	DAA-0060-2011-0017-0001 N1-060-09-043/1 N1-060-09-037/1 N1-060-09-039 /1 N1-060-09-046/1 N1-060-09-054/1 N1-060-09-058/1 N1-060-09-061 /1 N1-060-09-062/1 N1-060-09-070/ 1 N1-129-09-006/1/c N1-129-09-010/1/c N1-129-09-036/1/A N1-170-03-006/1
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	Disposition Instruction	
	Retention Period	Destroy immediately after removal from the intranet site
	Additional Information	
	GAO Approval	Not Required

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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
05/20/2020	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
03/31/2021	Return for Revision	Amy Shilane	Archives Specialist	National Archives and Records Administration - AC: Office of the Chief Records Officer
04/14/2021	Submit For Certification	Patrice Davis	Records Management Specialist	Justice Management - Office of Records Management and Policy
04/14/2021	Certify	Rebekah Meservy	Assistant Director of RIM Operations	Justice Management Division - Office of Records Mgt Policy
12/19/2022	Return Without Action	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1

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